



Ilsham C of E Academy Summary Risk Assessment: Phased Opening For Schools During Covid-19

As part of the planning for the gradual re-opening of schools, from 3rd June, risk assessments have been created using the DfE Guidance, DfE Planning Tool, Local Authority Model Risk Assessments and The Health and Safety Executive. The summary identifies the risks associated with opening the school and the measures we are able to put in place to manage the risk. From this, we have identified the level of risk - **high**, **medium**, **low**. The RAG rating indicates the risk after control measures have been put in place. Where the RAG remains high (red), this is because although the likelihood of risk has been lowered by control measures, the severity of the risk still remains high. This information in this summary document is taken from our detailed assessments. Our risk assessments are subject to change as new guidance becomes available and as we review our practices.

School: Ilsham C of E Academy	Risk Assessor: Miss Ryan and Trust Health and Safety Lead	Ref: 01/06/20 Phased Reopening
Description of Risk Assessment	Assessment of risk involved in the phased re-opening of school and nursery sites following the COVID-19 lockdown. On 11th May, the UK government announced plans that Schools and nursery settings should plan to open with effect of 1st June 2020 for children in Nursery, Reception, Year 1 and Year 6. This partial reopening will be alongside the existing requirement for schools to accommodate children of key workers and vulnerable children. The COVID-19 virus is a contagious condition which can result in fatality for a large number of people. There are a number of people considered to be at higher risk than others, due to underlying health conditions. It is considered that the risk to young people (Children) is greatly reduced by the evidence seen in the UK and other countries. Detailed guidance from the DfE can be found here: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	

Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.	<ul style="list-style-type: none"> ● Stagger drop-off and collection times and use of multiple drop off/collection points ● Signage will be clear to remind parents of expectations and there will be a member of SLT on duty in all playgrounds to direct and support parents and children. ● A member of staff will be on the gates at all times during the drop off and collection points ● Markers will be put on the floor to show parents where they must stand with their child at drop off and collection points to ensure everyone can stay 2m apart. 	<p>Head</p> <p>Parents</p>
2.	Parents gathering at school gate not adhering to social distancing requirements and risk spreading the virus.	<ul style="list-style-type: none"> ● Plan parents' drop-off and pick-up protocols that minimise adult to adult contact including staggered times. ● Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely. ● A member of staff will be on the gates at all times during the drop off and collection points. ● Markers will be put on the floor/school railings to show parents where they must stand with their child at drop off and collection points to ensure everyone can stay 2m apart. 	<p>Head</p> <p>Parents</p>
3.	Unable to follow social distancing within all areas of the school during the school day and risk spreading the virus.	<ul style="list-style-type: none"> ● Children will be taught in small groups so that they have more space in the classroom. ● Tables to be spaced as far apart as possible with children sitting in the same place in their classroom each day. ● Lunches will be eaten within individual classrooms and playground spaces will be used on a rotation system. ● With our very youngest children, they will be encouraged to spread out from each other as much as possible. 	<p>Head</p> <p>All staff</p>
4.	Increased numbers of pupils and staff in shared areas during breaks compromising social distancing between adults and pods (teaching groups).	<ul style="list-style-type: none"> ● Staggered break and lunch times will be organised on a rota basis for staff and children ● A senior leader will be responsible for ensuring that the rota is followed. ● Children will use their own water bottles only. ● Children will be supervised when using the toilets and there will be a 1 in 1 out system using their designated toilet facilities. 	<p>Head</p> <p>Senior leaders</p> <p>All staff</p>

5.	Increased numbers of pupils in shared areas during lunchtime compromising social distancing between adults and pods.	<ul style="list-style-type: none"> • Lunches will remain in their classrooms to eat their lunch. • Lunchtime use of the playground will be staggered for all groups to access and children will be encouraged to stay apart from their peers. • All children will wash their hands before and after lunch 		All staff
6.	Changes to building use being safe for pupils & staff e.g. storage, one way systems, floor tape.	<ul style="list-style-type: none"> • Risk assessment will identify any changes needed and this will be monitored. • There will be a one-way system in certain parts of the school. • There will be additional signage around the school. • Toilets have been redesignated as unisex and assigned to a teaching group. 		Head Senior leaders Site supervisor
7.	Staff rooms and offices not able to comply with 2m social distancing for adults and safe working practice.	<ul style="list-style-type: none"> • Numbers of people are reduced and staff will use spaces on a rota system. • Staggered lunchtimes for staff. • There will be no unnecessary gatherings. • The main office will be closed to all staff excluding admin staff. 		All staff
8.	Lack of ventilation and the risk of spreading the virus.	<ul style="list-style-type: none"> • Windows will be opened to ventilate all spaces and doors will be propped open where safe and appropriate. 		All staff
9.	Shortage of teachers and support staff to maintain staff to pupil ratio and provide services such as first aid; cleaning; safeguarding support and 1:1 LSA support where required.	<ul style="list-style-type: none"> • The completion of staff audits and risk assessments have identified available capacity; this was based on the DfE planning document which advises on staff to pupil ratios. The priority order of children returning first to school will be: <ul style="list-style-type: none"> - the children of critical workers and vulnerable children, then - children in EYFS, then - children in Year 1 and then - children in Year 6. • Some staff have been redeployed to other roles in the school. 		All Staff Head
10.	Anxiety levels of parent community and staff members resulting in breakdown of staffing ratios, compromising implementation of guidance.	<ul style="list-style-type: none"> • Communication of key information to parents will be regular, clear and detailed. • Thorough, 2 day training will be given to all staff about health and safety, key changes to timetabling and rotas and the risk assessment will be visited and revisited. This will ensure high staff confidence. 		Head All staff
11.	Contaminated surfaces in classrooms and school building and risk of spreading virus.	<ul style="list-style-type: none"> • All unnecessary and difficult to clean items will be removed from classrooms. • Regular cleaning will be carried out at multiple points throughout the day and at the end of each school day. • High touch areas such as door handles will be cleaned regularly throughout the 		All staff Site supervisor

		<p>day.</p> <ul style="list-style-type: none"> Teachers will instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes and all tissues will be disposed of into a lidded bin and hands will be washed for 20 seconds. 		
12.	Using play equipment and the risk of spreading the virus	<ul style="list-style-type: none"> Only equipment that can be appropriately cleaned throughout the day will be used. There will be regular cleaning times during each school day when equipment will be cleaned. Outdoor play equipment such as play trails and climbing frames will not be used due to intricate and difficult to clean parts. 		Head Senior leaders All staff
13.	Lessons or activities to take place outdoors in line with social distancing and reduce risk of spreading the virus.	<ul style="list-style-type: none"> The use of the outdoor spaces will be utilised where appropriate and have been identified on the risk assessment. This will be organised on a rotation system to ensure that there is no overcrowding. Teaching staff will only plan activities which do not involve contact or shared use of resources especially within physical education. 		Head Senior leaders All staff
14.	Shared resources and equipment in the classrooms and outdoor spaces, increasing risk of spreading the virus	<ul style="list-style-type: none"> Children will have their own set of resources and stationery to use in school. No other personal belongings will be allowed into school. All difficult to clean objects such as soft toys, soft furnishings and toys/equipment with intricate parts have been removed from classrooms and stored away. Anti-bacterial wipes will be available in classrooms for teachers to wipe equipment between uses. 		Head Senior leaders All staff
15.	Cleaning staff and hygiene contractors capacity - providing additional requirements associated with cleaning.	<ul style="list-style-type: none"> The site supervisor will complete thorough end of day cleaning of each room/area being used alongside regular cleaning of areas throughout the day. Some staff have been redeployed to support cleaning routines throughout the school day The Head of Academy will monitor the standard of cleaning throughout the school day 		Head Senior leaders All staff Site supervisor
16.	Sufficient handwashing facilities for staff and pupils to ensure all adhere to government guidance.	<ul style="list-style-type: none"> Throughout the day, children will wash their hands multiple times using warm water and soap. Hand sanitiser will also be based in all classrooms for use throughout the day Hand sanitiser will be used at drop off and collection points on entry into and from schools. 		Head Senior leaders All staff
17.	Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> Time for frequent hand cleaning is built into every part of the school day in line with the Government guidance . 		Head Senior

	requirements.	<ul style="list-style-type: none"> Hands will be washed; <ul style="list-style-type: none"> - on entry into school at the start of the day - before and after handling and eating food. - after using the toilet - after being outside at playtimes, lunchtimes and after outdoor activities - after coughing, sneezing and blowing noses - by staff also after cleaning - by staff, also after dealing with any first aid/illness cases. 		leaders All staff
18.	Handwashing practice with children to reduce the risk of spreading the virus.	<ul style="list-style-type: none"> The Government guidance on hand washing will be followed at all times. Young children and those with additional needs will be helped to wash their hands independently. Hand sanitiser will be available in each classroom and at all 3 entry and exit points to the school for regular use. Handwashing posters will be displayed in toilets and by classroom sinks and will be referred to. Teachers to share ebug resources with children. Parents informed of handwashing requirement and to reinforce this at home 		Head Senior leaders All staff
19.	Sufficient supplies of soap, hand sanitiser and cleaning products in place at all times.	<ul style="list-style-type: none"> There will be a sufficient supply of all required hand sanitiser and cleaning products. 		Head Site supervisor
20.	Toilets being overcrowded at key points in the day.	<ul style="list-style-type: none"> Visiting the toilet will be on a 1 in 1 out basis in order to maintain social distancing Children will wash their hands thoroughly upon leaving the toilet 		Head All staff
21.	Staff Health and Mental wellbeing being compromised.	<ul style="list-style-type: none"> A staff audit has been undertaken. Staff will remain with their teaching group throughout the teaching day. A member of the leadership team only will cover the same teaching group at lunchtimes each day to allow for staff breaks. To meet contractual planning, preparation and assessment time, the school will need to close every Friday lunchtime at 12pm. 		Head Senior leaders All staff
22.	Staff who are in the government defined "Clinically Extremely Vulnerable" category..	<ul style="list-style-type: none"> Parents must follow medical advice if their child is in this category and remain at home. Staff within this category have been instructed to remain at home; this has been factored into the staffing capacity. 		Head Senior leaders All staff Parents

23.	Staff who are in the government defined "Clinically Vulnerable" category.	<ul style="list-style-type: none"> Pupils within this category are advised to remain at home. No repercussions are in place for non-attendance during this time. Staff within this category will be assessed on an individual basis 		Head All staff Parents
24.	Risk to Children with EHCP.	<ul style="list-style-type: none"> Individual risk assessments will be completed before deciding on attendance or what additional control measures need to be introduced 		All staff Parents
25.	Pupils not following guidance.	<ul style="list-style-type: none"> Clear expectations of children will be communicated to parents, staff and children which will be cascaded through to teaching groups. Staff will regularly revisit rules and responsibilities as well as talking about responsibilities for all to keep each other safe. High staff ratios have been planned by the school. Senior leaders will be informed of any breach of the behaviour policy as soon as it is safe to do so and safety needs have been prioritised. Staff training on 1st and 2nd June will ensure that staff are confident with the expectation and strategies to use to support this. Children, who are at risk of not following guidance or do not follow guidelines during the day, will be individually risk assessed and use of exclusion per the behaviour policy could apply. 		Head Senior leaders All staff Parents Pupils
26.	Member of a class showing symptoms associated with COVID19	<ul style="list-style-type: none"> Government guidance will be followed and staff training will be in place so that all staff understand procedures. If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. This room would then be deep cleaned as soon as it is safe to do so and before being used in any way further. Parents will be contacted immediately to collect their child. Staff training and risk assessments have been carried out. 		Head Senior leaders All staff Parents Pupils
27.	Staff or pupil testing positive for COVID 19 after being in school	<ul style="list-style-type: none"> When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. 		Head All staff Parents Pupils
28.	Staff understanding new changes	<ul style="list-style-type: none"> Staff training on June 1st and 2nd and then ongoing is organised to ensure all staff 		Head

	to guidance related to safe practice at work & in the classroom. Teaching in a safe environment	<p>are fully informed regarding the risk assessment, procedures and policy.</p> <ul style="list-style-type: none"> • Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times) • All staff will have a copy of the risk assessment. They will be informed that it is their duty to follow it and ensure compliance. 		Senior leaders All staff
29.	Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> • Access to testing is already available to anyone with symptoms and key workers. • Staff have been notified by the HR department and this will also be part of health & safety training before school opens. 		Head Human Resources Manager
30.	Conditions for use of face coverings or other PPE equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> • As per Government guidance, if a child becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can be sent home, a face mask should be worn by the supervising adult, if a distance of 2m cannot be maintained. • This will be a part of essential staff training before children return to school. 		Head All staff
31.	Routine use of PPE	<ul style="list-style-type: none"> • Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. • Stocks of PPE have been ordered. 		Head All staff
32.	Safe travel to school without crossing patrols	<ul style="list-style-type: none"> • Parents and children will be encouraged to walk or cycle to school where possible, reducing the movement of vehicles around school entrances. • Public transport is to be avoided unless essential as difficult to maintain social distancing. • There will be social distance markers at the patrol site. Please respect this boundary and do not enter this area. • When approaching the patrol site and crossing the road, parents must ensure that a 2m distance is kept between adults, children and the crossing patrol. • Children must stay with adults and not 'run on' to the patrol site. They should be accompanied by an adult at all times. • Be aware that crossing patrols may be operating from a different side of the road than you are used to. 		Parents Crossing patrol
33.	Kitchen facilities not complying with latest Covid19 guidance to reduce risk of infection/contamination. Increased risk of food poisoning due to	<ul style="list-style-type: none"> • Food suppliers are continuing to operate, with 'No contact' delivery of supplies. • Menus will be offered based on the availability of ingredients but may need to be altered to accommodate staffing issues. This will initially be for universal school free meals and benefit-related free school meals. A picnic bag will be provided until further notice and will be stored appropriately. 		Head All staff

	prolonged service delivery.	<ul style="list-style-type: none"> Lunch timetables will be staggered to support the social distancing of small groups. 		
34.	Catering staff not able to operate in a safe environment.	<ul style="list-style-type: none"> Social distancing within the kitchen is only possible with restricted access. Access to the kitchen will be prohibited 		Head Senior leaders All staff
35.	Visitors: parents, contractors, staff and visitors entering school complying with external requirements for staff safety.	<ul style="list-style-type: none"> No parents, carers or any visitors are to enter the school unless this is pre-arranged. The only exception to this would be where significant harm is a concern and at the agreement of a senior leader. There will be no external providers e.g. sport coaches/music teachers in school. Contractors will be by pre-arranged visit only and will be informed of infection control procedures if their visit is essential to the running of the school. Social worker visits will take place in a socially distancing way, within a clean area of the school which will be re-cleaned after use. Parents collecting food parcels will be notified of the new procedure, collecting at staggered times from a collection point outside the building. 		Parents All staff Admin staff All visitors
36.	Suppliers understanding and complying with new arrangements.	<ul style="list-style-type: none"> Discuss new arrangements with suppliers and deliveries to be directed to a safe drop off point external to the building. This will also include the delivery of food by local food banks. Agreement from Suppliers of their confirmation and understanding of the new arrangements should ideally be sought where possible 		Head Senior leaders Admin staff
37.	Poor or lack of communications to parents and staff regarding measures and arrangement.	<ul style="list-style-type: none"> Regular communications – identified and logged and available on the website. Staff communication via frequent meetings in a socially distanced way, including virtually. Parents will be communicated via email of any expectations, procedures and updates regularly. Signage will be in place in the school and a member of the Senior Leadership Team will be on the gate at key times of the day. 		Head Senior leaders All staff
38.	Parent aggression to staff and others due to anxiety and stress of the situation.	<ul style="list-style-type: none"> Staggered drop off and collection times will be communicated to parents as well as protocols for minimising adult to adult contact. Staff will follow the policy: dealing with violence, threatening behaviour and abuse following any incidents of parental aggression. Parents will also be communicated regarding the expectations of them and keeping themselves and children safe. Senior leaders will be at each gate at the start and 		Head Senior leaders All staff Parents

		end of the day to support this.		
39.	Spread of virus due to increased numbers of people within the building	<ul style="list-style-type: none"> Inform parents that if their child needs to be accompanied to school, that only one parent should attend. Social distance markers and one way systems will be visible and support parents in social distancing. 		Head Senior leaders All staff Parents All visitors
40.	Increased Safeguarding risks associated with lack of attendance.	<ul style="list-style-type: none"> Attendance registers will be taken on a daily basis, with numbers reported to DfE. Although parents will not be fined for poor attendance during the COVID situation, staff are still expected to follow up non-attendance, especially where there are safeguarding concerns. Safeguarding concerns will continue to be dealt with by the school safeguarding team and senior leaders and supported by Children's Services 		Head Senior leaders All staff
41.	Staff unsure of emergency procedures and new muster points whilst adhering to social distancing.	<ul style="list-style-type: none"> Staff to be reminded of the evacuation procedures and instructed to read the evacuation policy, available in the staff portal. In emergency situations, the priority is to ensure that the building is evacuated to the muster point. A silent fire drill run through will be practised with pupils during the first week so they will know the expectations. Any changes to the emergency procedures will be disseminated to all staff at the academy. 		Head Senior leaders All staff
42.	Lack of trust and confidence in the school, Trust, pupil, family from parents/staff/media following a confirmed COVID case in the school which has spread to others.	<ul style="list-style-type: none"> The risk of spread has been considered and actions will be taken in line with the government guidance. Actions have been implemented as far as is reasonably practicable. 		Head Senior leaders All staff
43.	ICT Provision – ICT failure or significant issue which requires the IT team to attend the occupied school. The risk associated with the use of shared computer equipment.	<ul style="list-style-type: none"> Use of IT equipment should be reduced as much as possible, (in line with risk number 11). All users of IT equipment should wash their hands immediately before and immediately after use of any device. 		Head Senior leaders All staff

44.	Ability to offer Breakfast Club and After School Club whilst maintaining compliance with distancing and requirements of pods.	<ul style="list-style-type: none"> • Decisions based on Government guidelines is that wrap around care cannot be provided during this time. 		Head
45.	Increased risk to BAME (Black and minority ethnic) staff and pupils.	<ul style="list-style-type: none"> • Further Government guidance is required and awaited. • Parents are to make their own decision on keeping children at home if they meet this criteria. • Individual staff risk assessment on a case by case basis 		Head Senior leaders All staff Parents